

**BY ORDER OF THE CHIEF,
NATIONAL GUARD BUREAU**



MANPOWER STANDARD 41A0AR

28 AUGUST 2003

Manpower Standard

SUPPLY MANAGEMENT

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This Air National Guard Manpower Standard (ANGMS) quantifies the manpower required to accomplish the tasks described in the process oriented description (POD) for varying levels of workload in the 189th Airlift Wing whose mission it is to provide aircrew training for students from each branch of the military that flies the C-130 aircraft and from 27 foreign countries. This standard applies to the 189th Airlift Wing, Little Rock Air Force Base, Arkansas, and encompasses all major processes performed within the Supply Management function. It does not apply to any other units. This standard is applicable to peacetime operations only. The Air National Guard (ANG) is authority for the approval and publication of ANG Manpower Standards. Air Force (AF) and ANG directives contain policy and procedural guidance for the operation of the Supply Management. This standard was developed in accordance with AF Instruction (AFI) 38-201, *Determining Manpower Requirements*, and AF Manual (AFMAN) 38-208, Volume 1, *Air Force Management Engineering Program (MEP) Processes*, and AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP) - Quantification Tools*. Send comments and suggested improvements on AF IMT 847, *Recommendation for Change of Publication*, through channels, to ANG, Management Engineering Branch (ANG/XPME / Operating Location TN [OLTN]), 106 Briscoe Drive, McGhee Tyson Air National McGhee Tyson Air National Guard Base, TN 37777-6283.

1. STANDARD DATA.

1.1. Approval Date: 28 August 2003.

1.2. Man-hour Data Sources: A Staffing Pattern was used to determine man-hour/manpower data.

1.3. Standard Manpower Equation: $Y=1$ (Constant Manpower).

1.4. Points of Contact.

1.4.1. Functional: Col John J Samuhel, 189 MX/CC

1.4.2. Manpower: George W. Tatum III, ANG/XPME/OLTN

2. APPLICATION INSTRUCTIONS. This work center requires constant manpower of one authorization. No other application instructions apply.

3. STATEMENT OF CONDITIONS. The normal hours of operation for this function are 80 hours per two-week period. The alternate work schedule of eight nine hour days, and one eight hour day is the norm. No environmental, equipment, or facility conditions affect this Manpower Standard.

DANIEL JAMES III, Lieutenant General, USAF
Director, Air National Guard

Attachment 1

GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION

References

AFI 38-201 *Determining Manpower Requirements*

AFMAN 38-208, Volume 1, *Air Force Management Engineering Program (MEP)-Process*

AFMAN 38-208, Volume 2, *Air Force Management Engineering Program (MEP)-Quantification Tools*

AFMS 00AA, *Standard Indirect Description*

Abbreviations and Acronyms

AF - Air Force

AFMS - Air Force Manpower Standard

ANG - Air National Guard

ANGMS - Air National Guard Manpower Standard

EAA - Equipment Approval Authority

GPC - Government Purchase Card

MASO - Munitions Accountable Systems Officer

MEP - Management Engineering Program

MSI - Manpower Standards Implementation

POD - Process Oriented Description

RIP - Report of Individual Personnel

T&A - Time and Attendance

TDY - Temporary Duty

UMD - Unit Manpower Document

USP&FO - United States Property and Fiscal Officer

UTA - Unit Training Assembly

Terms

Air National Guard Manpower Standard (ANGMS). A numbered, specialized publication that quantifies manpower requirements for a work center, it also includes approved variances. See AFI 38-201.

Man-Hour. A unit of measuring work. It is equivalent to one person working at a normal pace for 60 minutes, two people working at a normal pace for 30 minutes, or similar combination of people working at a normal pace for a period of time equal to 60 minutes.

Manpower Standard. The basic tool used to determine the minimum level of manpower required to support a function. It is a quantitative expression that represents a work center's man-hour requirements in response to varying levels of workload.

Process Oriented Description. A format that shows work center responsibilities structured for easy measurement of work categories, tasks and subtasks.

Attachment 2

**PROCESS ORIENTED DESCRIPTION
SUPPLY MANAGEMENT**

Table A2.1. Listing of Functional Processes.

1.	PERSONNEL ADMINISTRATION:
1.1.1.	HIRES CIVILIAN EMPLOYEE. Develops civilian position description, develops promotion evaluation program, submits request for civilian hire, reviews personnel data, interviews applicant, analyzes applicant interview evaluation/rating and finalizes selection.
1.1.2.	INDOCTRINATES PERSONNEL. Conducts initial interview, makes original job assignment, and acquaints new member with work center.
1.1.3.	RATES PERFORMANCE:
1.1.3.1.	PREPARES MILITARY EVALUATION. Reviews performance report; researches required information, drafts narrative, drafts referral letter, proofreads typed copy, marks boxes, and signs completed report.
1.1.3.2.	PREPARES CIVILIAN PERFORMANCE AND PROMOTION APPRAISAL - PERFORMANCE PLAN/PERFORMANCE RATING. Analyzes position, position description and work center goals; drafts performance plan/rating; discusses proposed performance plan/rating with employee; finalizes.
1.1.3.3.	PROVIDES PERFORMANCE FEEDBACK. Gathers and reviews performance information, schedules feedback session, selects and develops agenda, and prepares performance feedback worksheet. Explains duty performance requirements and responsibilities, establishes expectations, and informs ratee if performance is up to expectation. Receives performance feedback and discusses performance expectations with supervisor.
1.1.4.	PREPARES SELECTIVE RETENTION PROGRAM CONSIDERATION. Reviews notification letter, researches data, drafts comment, and finalizes consideration.
1.1.5.	NOMINATES PERSONNEL FOR AWARD:
1.1.5.1.	PREPARES MILITARY AWARD OR DECORATION NOMINATION. Reviews and returns award or decoration submission consideration letter, reviews report of individual personnel (RIP), researches directive, drafts nomination and citation, proofreads nomination and citation final typed copy, and signs as required.
1.1.5.2.	PREPARES CIVILIAN AWARD NOMINATION. Researches data, drafts recommendation, and finalizes recommendation.

1.2.	SUPERVISES PERSONNEL:
1.2.1.	SCHEDULES PERSONNEL. Reviews work requirement and priority, reviews personnel status, and prepares duty schedule.
1.2.2.	DEVELOPS STANDARD PUBLICATION OR OTHER DIRECTIVE:
1.2.2.1.	DEVELOPS POLICY LETTER, PROCEDURE, OR OPERATING INSTRUCTION. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.
1.2.2.2.	DEVELOPS PERFORMANCE STANDARD OR CHECKLIST. Researches applicable document, develops draft, coordinates draft, and proofreads and signs final copy.
1.2.3.	DIRECTS WORK CENTER ACTIVITY:
1.2.3.1.	OVERSEES WORK IN PROGRESS. Inspects and reviews subordinate's work.
1.2.3.2.	COORDINATES ON WORK CENTER OR PERSONNEL STATUS. Coordinates with supervisor or other unit or agency on work center or personnel status.
1.2.3.3.	INFORMS WORK CENTER PERSONNEL. Informs work center personnel on change affecting individual, and informs work center personnel on change affecting work center activity.
1.2.3.4.	PREPARES CORRESPONDENCE ASSOCIATED WITH INDIRECT WORK. Reviews and assembles associated material, drafts correspondence, and finalizes correspondence.
1.2.4.	COUNSELS PERSONNEL. Counsels and assists individual with morale, welfare, or disciplinary problems. Takes necessary corrective action required to maintain discipline.
1.2.5.	MAINTAINS TIME AND ATTENDANCE (T&A) FORM. Annotates form, completes form, reviews form for accuracy, obtains required signature, and forwards form to unit POC for entry into T&A system. Prepares and forwards for approval requests for compensatory time as applicable.
1.2.6.	MAINTAINS PERSONNEL RECORD. Annotates record, documents training, meetings or disciplinary action.
1.3.	MANAGES TRAINING PROGRAM. Develops training plan, evaluates individual training requirement, coordinates training requirement, monitors training progress and counsels trainee.

1.4.	REVIEWS INCOMING/OUTGOING DISTRIBUTION. Reviews incoming correspondence for information and necessary action, and marks for routing. Reviews outgoing correspondence for completeness and accuracy, and signs.
1.5.	ASSISTS IN MISHAP OR INCIDENT INVESTIGATION. Notifies emergency response agency, informs safety office, and assists in investigation. Prepare and forwards required documentation.
1.6.	INSPECTS FACILITY. Periodically inspects work center facility for housekeeping, safety, fire hazard, or equipment conditions that require attention and completes necessary documentation.
1.7.	RECEIVES AND ASSISTS VISITING OFFICIAL. Receives official visitor, assists visitor in accomplishing task, escort visitor throughout work center, and returns to work area.
1.8.	REVIEWS REPORT AND STATISTICAL DATA. Reviews information contained in report and statistical data for impact on work center status, and to identify possible trends that require management attention.
2.	BRIEFING, MEETING OR CONFERENCE. Gathers information, organizes reference material and attends briefing, meeting, or conference. Travels to/from location. (Does not include TDY.)
3.	EQUIPMENT AND RESOURCE MANAGEMENT:
3.1.	MANAGES BUDGET. Develops estimate, monitors expenditure, maintains record and prepares report.
3.1.2.	MANAGES FINANCIAL REQUIREMENTS. Reviews and approves budgetary requirement and approves utilization of allocated supply funds. Performs as approving official for Government Purchase Card (GPC).
3.2.	MANAGE RESOURCES, SUPPLIES, AND EQUIPMENT:
3.2.1.	ACCOUNTABLE OFFICER. Functions as Assistant United States Property and Fiscal Officer (Assistant USP&FO) for Property. Overall responsibility for all supplies and equipment assigned to the 189th Airlift Wing and Geographically Separated Units, to include supplies, equipment, fuels, and munitions.
3.2.1.1.	Establishes policy and procedures pertaining to functions in the supply and Munitions Accountable Systems Officer (MASO) activities.
3.2.1.2.	Acts as the base level Equipment Approval Authority (EAA) and reviews additional equipment allowance request and coordinates prior to submission to ANGRC.

3.2.1.3.	Reviews and validates inventory documents, to include computer equipment accountability maintained by Communications Flight personnel and is the approving and/or certifying authority for inventory adjustments.
3.2.1.4.	COORDINATES WITH SUPPORTED UNITS AND STAFF AGENCIES. Determines and validates present and projected requirements for supplies and equipment.
3.2.1.5.	EVALUATES NEW MISSION REQUIREMENT. Reviews additional equipment allowance request for complete and accurate justification and coordinates prior to submission.
3.2.1.6.	MONITORS ASSIGNED VEHICLE. Monitors the use of assigned vehicles and ensures proper maintenance is accomplished.
3.2.1.7.	DIRECTS MUNITIONS ACTIVITY. Appointed as Munitions Accountable Systems Officer. Establishes policy, directs and controls activity, and performs self-assessment of Supply and MASO activities. Ensures operational, mobility, and training munitions are forecast, received, and used in accordance with regulations. Ensures proper accountability and storage of munitions assets.
3.2.1.7.1.	DEVELOPS MUNITIONS DIRECTIVES. Develops policy, procedure, plan, operating instruction, and checklists by researching, drafting, proofreading typed copy, and signing directive for the Supply.
3.2.1.8.	MANAGES LOCKS AND KEYS. Establishes procedure and monitors to ensure the proper custody and handling of padlocks, cylinders, and keys.
4.	UNIT MOBILITY. Assists in the preparation of the unit mobility plan, identifies mobility resources, and evaluates the unit readiness capability, as necessary.
5.	PROVIDES GUIDANCE TO SUBORDINATE WORK CENTERS. Assists subordinate work center supervisors to ensure mission accomplishment and provides advice on administrative and technical matters. Supervises and directs subordinate supervisory personnel in all areas of responsibility, duties, and specific mission requirements to facilitate realistic and sound management in the maximum utilization of all supply and munitions resources. Directly supervises supply branch chiefs and Fuels Flight personnel.
6.	PERFORMS OVERSIGHT ON SUBORDINATE UNIT PROGRAMS. Makes staff visits to subordinate and evaluates capability. Reviews data and gives direction/advice to improve procedures/performance.
6.1.	EVALUATES ACTIVITY. Visits activity to observe condition and evaluates resource capability, performance, or requirement.

6.2.	Reviews and analyzes trends and takes actions to identify and improve undesirable conditions in areas of material, funds and personnel.
6.3.	REVIEWS REPORTS OR STATISTICAL DATA. Analyzes reports, statistical data, and management products. Evaluates work centers status to identify exceptions, trends, or conditions that requires management attention.
7.	RECEIVES AND ASSISTS VISITING OFFICIALS. Receives and aids visiting officials in accomplishing mission and escorts visitors in restricted and/or controlled area.
8.	INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are: Administers Civilian, Officer, and Enlisted Personnel; Directs Work Center Activity; Provides Administrative Support; Prepares for and Conducts/Attends Meeting; Administers Training; Manages Supplies; Maintains Equipment; and Performs Cleanup.

Attachment 3**MANPOWER TABLE****Table A3.1. Standard Manpower Table.**

Work Center	Air Force Specialty Title	AFSC	Manpower Requirement							
Supply	Supply Management	2S0X1	1							
Total			1							

Note. AFSCs may be adjusted at the discretion of the Commander.